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## LIBRARY MEDIA CLERK

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**Job Description:**

The library media clerk is responsible for duties attached to the operation of the school library media center.

**Qualifications:**

1. Graduate of high school
2. Ability to meet the public in a pleasing manner
3. Evidence of personal cleanliness, neatness, good physical health, business attitude
4. Knowledge of keyboarding and other office training
5. Ability to keep accurate records
6. Knowledge of library functions, arrangement, book preparations, book control and storage
7. Able to get along well with children

**Essential Duties:**

While not limited to them, the following duties are specifically a part of the librarians' job under the general supervision of the site principal:

1. Provides a welcoming, neat, orderly and safe environment in which the students can come and feel welcome by displays or decorations.
2. Maintains computers in a library media center for internet research and instruct students in the correct way of researching subject materials.
3. Reads to students and helps students check out books according to subject material, fiction genres, grade level and interest level.
4. Provides individualized attention and assistance to students as needed.
5. Maintains appropriate records.
6. Assists students and staff with library and computer skills.
7. Select, order and process books for shelf.
8. Inventory textbooks and consumables. Conducts inventories of library resources and weeds collection of outdated resources.
9. Manage library system (Destiny or like program) and Accelerated Reader; Assist with other online management systems as appropriate.
10. Organize and manage the book faire, and other library fund raisers such as birthday books.
11. Make minor repair to books, i.e., torn pages, etc.
12. Keep daily records on all books checked out, both student and teacher selections.
13. Maintain books by title, author and classification. Check books in and out – replace on shelves.
14. At end of school year, select and determine books to be rebound or discarded.
15. Attend district library meetings.
16. Keep informed of children's literature and read children's books.
17. Maintain tech inventory and check out equipment to staff.

18. Collect fines and collect money for books lost with cost based on age of books, conditions, circulation and the ability of the student to pay.
19. Other duties as assigned.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
2	f. Ability to bend and twist, kneel and stoop, run and crawl		
2	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

**Immediate Supervisor:** Principal

**Assignment:** 8 hours per day as determined by the Principal.

**Salary:** CSEA Salary Schedule 42